

**Welcome** to jury service for the United States District Court. Serving as a juror is an obligation we all share as citizens of the United States. Only by having people like you participate in this process can we ensure that all persons in federal court will be afforded their constitutional right to have a jury pool drawn from a fair cross-section of this community. We hope you will find your service an interesting and rewarding experience.

### HOW WERE YOU SELECTED

Your name was randomly drawn from a list of registered Nebraska voters and licensed Nebraska drivers.

### TERM OF SERVICE

You will be subject to call for approximately one month, but you likely will not be needed every day during that month.

### FAILURE TO APPEAR

If you fail to report for jury duty and the court has not excused you, the court may order you to appear to show cause why you should not be held in contempt.

### JUROR PAY

You will be paid a **\$40 attendance fee** for each day that you report for jury duty. You are also paid **44.5<sup>1</sup> cents per mile** round-trip from your home to the courthouse. Reasonable parking fees are reimbursable. By law, taxi fares and car rentals cannot be reimbursed.

---

<sup>1</sup>Mileage and subsistence rate are current as of 1/1/2006.

### EMPLOYMENT PROTECTION

You are protected by federal statute 28 U.S.C. § 1875 from being discharged, intimidated, or coerced by your permanent employer because of jury service.

### SPECIAL ACCOMMODATIONS

If you have a medical condition that requires special accommodations, please e-mail us at [lincoln-jury@ned.uscourts.gov](mailto:lincoln-jury@ned.uscourts.gov) or call 1-866-220-4379, option 1.

### TRAVEL IN EXCESS OF 60 MILES

If you live approximately 60 miles or more **(one-way)** from the courthouse, you may stay overnight prior to any day that you are required to report. This includes the night before your first reporting date. You must have sufficient money or a credit card to cover this first night because immediate reimbursement on the day you report will not be available. A list of hotels will be mailed to you prior to your summons date.

If you stay in a hotel, you will be reimbursed a flat rate of \$99<sup>1</sup> per night for hotel and meals, plus any hotel taxes. A hotel receipt is required for reimbursement. If you choose to stay with a relative or friend in the Lincoln area, you will be reimbursed a flat rate of \$38 per night. In either event, you will also receive \$38 on the day you drive home.

You may stay wherever you wish in the Lincoln area. When making your reservation, ask the hotel for the government rate since you are reporting for federal jury duty. If the hotel requests verification when you check in, present your summons.

### TEMPORARY ABSENCE FROM JURY SERVICE

The court realizes that occasionally jurors may need to request a temporary absence from jury service. These absences generally involve appointments with physicians, scheduled vacation plans, and business obligations. The court will make reasonable efforts to accommodate temporary absences during your on-call jury service.

To request a temporary absence, include that information on the backside of your Juror Qualification Questionnaire, indicating the date(s) for which you need to be absent, and the reason. If you have already returned your questionnaire, you must send an e-mail or a letter to the jury clerk, detailing your request for an absence. You cannot assume your request for an absence has been approved until you receive confirmation from the court.

### CONTACT THE COURT

Call the automated jury phone system:

- To confirm **juror service status**
- To verify **reporting instructions**

**Toll-free 1-866-534-5317**

Enter your 9-digit "participant number" located on your summons, and follow the prompts.

Call toll-free 1-866-220-4379, option 1, to speak with a jury clerk (Monday - Friday, 8:00 a.m. to 4:30 p.m.)

E-mail: [lincoln-jury@ned.uscourts.gov](mailto:lincoln-jury@ned.uscourts.gov)  
Fax: (402) 437-5651  
Website: [www.ned.uscourts.gov](http://www.ned.uscourts.gov)

## COURTHOUSE RESTRICTIONS

A photo ID is required to enter the building.  
The following items are not permitted in the courthouse: weapons, cameras, photo-cellular phones, mace or pepper spray, portable TVs, radios, recording and electronic devices.

## PARKING

Limited visitor parking is available in the federal parking garage (spaces 1-55). Enter visitor parking between 16th & Centennial Mall Streets on "N" Street. All other parking spaces are reserved. Do not park in any other space as your car may be towed. If you park in the visitor parking, log your vehicle in the record book near the security station on first floor of the federal building. Do not park at a parking meter. You will not have an opportunity to move your vehicle, and the court cannot reimburse meter fees or fines. Additional parking information will be mailed to you before your jury service begins.

## WHAT TO WEAR

Casual or professional dress is acceptable. Bring a sweater or light jacket because the courtrooms can be cool.

## PRIVACY

Federal courts will never ask for confidential information over the telephone. If court officials call you, they will never ask for social security numbers, credit card numbers, or other confidential personal or financial information. If you receive such a telephone call, do not provide the information requested. Notify the jury administrator immediately.

## QUESTIONNAIRE

Please complete the enclosed Juror Qualification Questionnaire, and answer every question using a No. 2 pencil. Make heavy black marks to fill in the appropriate circles. Please do not write in the margins or areas designated for official use only. Comments can be made in the "remarks" section on the back of the questionnaire.

Sign, date, and return the questionnaire in the self-addressed envelope within ten days.

*Hardship Excuse.* If you believe that your service will result in hardship or extreme inconvenience, you must submit a written request to be excused or deferred with your completed juror questionnaire. To find out if the court granted or denied your request, please call the toll-free automated jury phone system at 1-888-534-5317 no sooner than **two weeks** after you return your questionnaire.

## REPORTING INSTRUCTIONS

You MAY or MAY NOT need to report on the date indicated on your summons. You must call the toll-free automated jury phone system after 3:00 p.m. on the Friday before your reporting date, or anytime over the weekend, to confirm whether you are to report. That phone number is 1-866-534-5317. When calling, enter your 9-digit "juror participant number," located on your summons, and follow the prompts. ***If you report to the court in error, you will not be paid or given credit for that day's attendance.***

# IMPORTANT

# FEDERAL JURY SERVICE INFORMATION

for the

UNITED STATES  
DISTRICT COURT



DISTRICT OF NEBRASKA

Robert V. Denney Federal Building  
100 Centennial Mall North  
Lincoln, NE 68508

Visit our website at  
[www.ned.uscourts.gov](http://www.ned.uscourts.gov)